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DOLLAR TREE STORES, INC.

13
14 UNITED STATES DISTRICT COURT
15 NORTHERN DISTRICT OF CALIFORNIA
16

17 KASSONDRA BAAS and KELLY LOFQUIST,
18 individually and on behalf of all others
similarly situated,

19 Plaintiffs,

20 v.

21 DOLLAR TREE STORES, INC.,

22 Defendant.
23
24
25
26

CASE NO. C 07-03108 JSW (ENE)

**DECLARATION OF PAULA
BRADY**

DATE: April 4, 2008
TIME: 9:00 a.m.
DEPT.: Crtrm. 2, 17th Floor
JUDGE: Hon. Jeffrey S. White

COMPLAINT FILED: June 13, 2007
TRIAL DATE: No date set.

27 I, Paula Brady, declare as follows:
28

1 1 I am over the age of eighteen and have personal knowledge of the facts
2 set forth below. If called upon as a witness, I could testify competently thereto.

3 2 I am employed by Dollar Tree Management, Inc. ("DTM"), a wholly owned
4 subsidiary of Dollar Tree Stores, Inc. ("DTS") (DTM and DTS shall be referred to
5 collectively as "Dollar Tree"), as a Human Resources Paralegal. DTS has several wholly
6 owned subsidiaries, including DTM, which operate from the same location as DTS'
7 corporate office and exist for the sole purpose of providing support for the operations of
8 DTS and its other wholly owned subsidiaries. For example, DTS does not have its own
9 Human Resources Department. In my capacity as a Human Resources Paralegal for
10 Dollar Tree, I am familiar with Dollar Tree's human resources records and have access
11 to DTS' operations records.
12

13 3 Dollar Tree owns and operates over 3,000 retail stores throughout the
14 United States. Approximately 220 of those stores are located in California.
15

16 4 I have reviewed Dollar Tree's personnel records pertaining to Kassondra
17 Baas. Dollar Tree hired Ms. Baas as an hourly associate in October 2005. She was
18 promoted to Assistant Manager on April 5, 2006. She was terminated effective January
19 26, 2007.
20

21 5 I have reviewed Dollar Tree's personnel records pertaining to Kelly
22 Lofquist. Dollar Tree hired Kelly Lofquist ("Lofquist") as an hourly associate in August
23 2006. She was promoted to Assistant Manager on October 1, 2006. Lofquist was
24 terminated effective February 12, 2007.

25 6 Dollar Tree maintains payroll information for all its employees. They are
26 available in a report referred to as PR260 which, among other things, identifies the week,
27 gross and net pay and type of pay i.e., regular, bonus, sick leave, etc. I ran these
28

1 reports as to Ms Baas and Ms Lofquist in conjunction with this case and provided same
 2 to counsel for Dollar Tree These reports were produced at bates numbers DTB0076-84
 3 (Lofquist) and DTB0085-0102 (Baas) and are attached hereto as Exhibit A Pages 6
 4 (DTB 082) and 14 (DTB099) identify the number of overtime hours and amount of
 5 overtime pay received by Lofquist and Baas respectively
 6

7 Pages 20, 60 and 61 of Dollar Tree's Store Associates' Handbook,
 8 attached as Exhibit B, sets forth its payroll and wage policies


9 Dollar Tree's Policy & Procedures for Editing and Approving Time Records,
 10 produced at Bates Number DTB1394 and attached hereto as Exhibit C, explains
 11 management's responsibilities regarding reviewing time records and ensuring their
 12 accuracy
 13

14 9 Dollar Tree does not discipline its Store Managers for incurring overtime

15 10 In the ordinary course of conducting its business, Dollar Tree maintains
 16 payroll records for its hourly store employees using Fastech and Compass systems
 17 Through May 2006, the Fastech system was used by store employees to record their
 18 time Dollar Tree then switched to the Compass system I ran the Fastech and
 19 Compass reports that were provided to Resolution Economics to review for this case
 20

21 I declare under penalty of perjury under the laws of the Commonwealth of Virginia
 22 that the foregoing is true and correct

23 Executed in Chesapeake, Virginia this 29th day of February, 2008

24 
 25 Paula Brady
 26

27 1251079v1

EXHIBIT A

Payment Detail Listing

PR260 Date: 06/29/07 JOB SUBMISSION PARAMETERS
Time: 16:03

User Name: u0vhp01
Job Name : PR260-
Step Nbr : 1

Company:	2	DOLLAR TREE STORES, INC.
Process Level:		
Department:		
Processing Option:		
Employee Group:		
Employee:	544168 -	544168
Date:		
Payment Type:		All Types
Payment Detail:	Y	Yes
Report Option:	D	Detail
Employee Sequence:	N	Numeric
Total Common Curr/Countries:	N	No

Payment Detail Listing

PR260 Date 06/29/07 Company 2 DOLLAR TREE STORES, INC.
 Time 16:03 Payment Detail Listing
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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
544168 LOFOUIST, KELLY	08/11/06	47124146	System	34.69	2.93	0.00	4.84	31.76
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	4.72	34.69	34.69		2.15	SS Exp	11.99	193.36
		SS Tax	34.69		.50	MEDI EXP	2.81	193.36
		MEDICARE	34.69		.28	FUTA EXP	1.55	193.36
		CA WHTAX	34.69		1.91	CA SUI	10.63	193.36
		CADS W/H	.28					
544168 LOFOUIST, KELLY	08/18/06	47145149	System	135.54	11.45	0.00	18.90	124.09
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	18.43	135.46	135.54		8.40	SS Exp	1.97	135.54
		FED TAX	135.54		1.97	MEDI EXP	1.08	135.54
		SS Tax	135.54		7.45	FUTA EXP		135.54
		MEDICARE	135.54			CA SUI		
		CA WHTAX	135.54					
		CADS W/H	1.08					
544168 LOFOUIST, KELLY	08/25/06	60001288	System	133.40	11.28	0.00	18.62	122.12
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	18.15	133.40	133.40		8.28	SS Exp	1.93	133.40
		FED TAX	133.40		1.93	MEDI EXP	1.07	133.40
		SS Tax	133.40		7.34	FUTA EXP		133.40
		MEDICARE	133.40			CA SUI		
		CA WHTAX	133.40					
		CADS W/H	1.07					
544168 LOFOUIST, KELLY	09/01/06	60004521	System	197.27	16.67	0.00	27.52	180.60
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	26.42	194.19	197.27		12.23	SS Exp	2.86	197.27
		FED TAX	197.27		2.86	MEDI EXP	1.58	197.27
		SS Tax	197.27		10.85	FUTA EXP		197.27
		MEDICARE	197.27			CA SUI		
		CA WHTAX	197.27					
		CADS W/H	1.58					
544168 LOFOUIST, KELLY	09/08/06	60007781	System	191.67	16.19	0.00	26.73	175.48
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	26.03	191.32	191.67		11.88	SS Exp	2.78	191.67
		FED TAX	191.67		2.78	MEDI EXP	1.53	191.67
		SS Tax	191.67		10.54	FUTA EXP		191.67
		MEDICARE	191.67			CA SUI		
		CA WHTAX	191.67					
		CADS W/H	1.53					
544168 LOFOUIST, KELLY	09/15/06	60011136	System	193.36	16.35	0.00	26.98	177.01
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	21.20	155.82	193.36		11.99	SS Exp	2.81	193.36
		FED TAX	193.36		2.81	MEDI EXP	1.55	193.36
		SS Tax	193.36		10.63	FUTA EXP		193.36
		MEDICARE	193.36			CA SUI		
		CA WHTAX	193.36					
		CADS W/H	1.53					

Payment Detail Listing

PR260 Date 06/29/07
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Payment Detail Listing
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Employee Name	Date	Pmt Mbr Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Earnings	Hours, Units	Amount	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
544168 LOFOQUIST, KELLY	09/22/06 60014491 System	277.74	23.46	0.00	38.74	254.28	
Earnings	Hours, Units	Amount	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	36.50	268.28 FED TAX	17.22	277.74	17.22	277.74	
OVERTIME	.78	8.60 SS Tax	4.02	277.74	4.02	277.74	
3RD SHFT		.86 MEDICARE	277.74	277.74	2.22	277.74	
		CA WHTAX	277.74		15.28	277.74	
		CADS W/H	2.22				
544168 LOFOQUIST, KELLY	09/29/06 60017861 System	298.42	25.22	0.00	41.63	273.20	
Earnings	Hours, Units	Amount	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	25.10	184.49 FED TAX	18.50	298.42	18.50	298.42	
DOUBLE	7.75	113.92 SS Tax	4.33	298.42	4.33	298.42	
3RD SHFT		.01 MEDICARE	298.42	298.42	2.39	298.42	
		CA WHTAX	298.42		16.41	298.42	
		CADS W/H	2.39				
544168 LOFOQUIST, KELLY	10/06/06 60021280 System	179.53	15.16	0.00	25.03	164.37	
Earnings	Hours, Units	Amount	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	24.35	178.97 FED TAX	11.13	179.53	11.13	179.53	
3RD SHFT		.56 SS Tax	2.60	179.53	2.60	179.53	
		MEDICARE	179.53	179.53	1.43	179.53	
		CA WHTAX	179.53		9.87	179.53	
		CADS W/H	1.43				
544168 LOFOQUIST, KELLY	10/13/06 11050013 A.C.H	375.80	38.86	0.00	52.43	336.94	
Earnings	Hours, Units	Amount	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	35.57	373.49 FED TAX	7.10	375.80	7.10	375.80	
OVERTIME	.08	1.26 SS Tax	23.30	375.80	23.30	375.80	
3RD SHFT		1.05 MEDICARE	5.45	375.80	5.45	375.80	
		CA WHTAX	375.80	375.80	3.01	375.80	
		CADS W/H	3.01		20.67	375.80	
Dir Dep Distribution	Bank ID 114924742 Bank Account Number 2019435382	Deposit Amount	Description	336.94 DEPOSIT			
544168 LOFOQUIST, KELLY	10/20/06 11064578 A.C.H	391.02	41.66	0.00	54.55	349.36	
Earnings	Hours, Units	Amount	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	37.22	390.81 FED TAX	8.62	391.02	8.62	391.02	
3RD SHFT		.21 SS Tax	24.24	391.02	24.24	391.02	
		MEDICARE	5.67	391.02	5.67	391.02	
		CA WHTAX	391.02	391.02	3.13	391.02	
		CADS W/H	3.13		21.51	391.02	
Dir Dep Distribution	Bank ID 114924742 Bank Account Number 2019435382	Deposit Amount	Description	349.36 DEPOSIT			

Payment Detail Listing

PR260 Date 06/29/07 Company 2 DOLLAR TREE STORES, INC. Page 3
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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
544168 LOFOUST, KELLY	10/27/06	11079252	A.C.H	360.04	35.95	0.00	50.23	324.09
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	359.63	FED TAX	360.04	SS Exp	22.33	5.22	360.04
3RD SHFT	34.25	.41	SS Tax	360.04	MEDI EXP	2.88	2.88	360.04
			MEDICARE	360.04	FUTA EXP	19.80		360.04
			CA WHTAX	360.04	CA SUI			
Dir Dep Distribution	Bank ID	Bank Account Number	2.88	360.04	Deposit	Amount	Description	
	114924742	2019435382		324.09	DEPOSIT			
544168 LOFOUST, KELLY	11/03/06	11094785	A.C.H	350.14	34.11	0.00	48.84	316.03
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	349.86	FED TAX	350.14	SS Exp	21.70	5.08	350.14
3RD SHFT	33.32	.28	SS Tax	350.14	MEDI EXP	2.80	2.80	350.14
			MEDICARE	350.14	FUTA EXP	19.26		350.14
			CA WHTAX	350.14	CA SUI			
Dir Dep Distribution	Bank ID	Bank Account Number	2.80	350.14	Deposit	Amount	Description	
	114924742	2019435382		316.03	DEPOSIT			
544168 LOFOUST, KELLY	11/10/06	11109307	A.C.H	381.12	39.84	0.00	53.17	341.28
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	378.32	FED TAX	381.12	SS Exp	23.63	5.53	381.12
3RD SHFT	36.03	2.80	SS Tax	381.12	MEDI EXP	3.05	3.05	381.12
			MEDICARE	381.12	FUTA EXP	20.96		381.12
			CA WHTAX	381.12	CA SUI			
Dir Dep Distribution	Bank ID	Bank Account Number	3.05	381.12	Deposit	Amount	Description	
	114924742	2019435382		341.28	DEPOSIT			
544168 LOFOUST, KELLY	11/17/06	11125902	A.C.H	504.67	69.57	0.00	70.40	435.10
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	365.19	FED TAX	504.67	SS Exp	31.29	7.31	504.67
DOUBBLE	6.07	127.48	SS Tax	504.67	MEDI EXP	4.04	4.04	504.67
3RD SHFT		12.00	MEDICARE	504.67	FUTA EXP	27.76		504.67
			CA WHTAX	504.67	CA SUI			
Dir Dep Distribution	Bank ID	Bank Account Number	4.04	504.67	Deposit	Amount	Description	
	114924742	2019435382		435.10	DEPOSIT			
544168 LOFOUST, KELLY	11/24/06	11141092	A.C.H	378.72	39.40	0.00	52.84	339.32
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	377.79	FED TAX	378.72	SS Exp	23.48	5.50	378.72
3RD SHFT	35.98	.93	SS Tax	378.72	MEDI EXP	3.03	3.03	378.72
			MEDICARE	378.72	FUTA EXP	20.83		378.72
			CA WHTAX	378.72	CA SUI			

Payment Detail Listing

PR260 Date 06/29/07 Company 2 DOLLAR TREE STORES, INC. Page 4
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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Dir Dep Distribution	Bank ID 114924742	Bank Account Number 2019435382	Deposit	Amount Description 339.32 DEPOSIT				
544168 LOFOQUIST, KELLY	12/01/06	1157369	A.C.H	396.43	42.65	0.00	55.29	353.78
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
HOL OFF	8.00	84.00 FED TAX	9.16	396.43		SS Exp	24.58	396.43
REG	29.45	309.23 SS Tax	24.58	396.43		MEDI EXP	5.74	396.43
3RD SHFT		3.20 MEDICARE	5.74	396.43		FUTA EXP	3.17	396.43
		CA WHTAX		396.43		CA SUI	21.80	396.43
Dir Dep Distribution	Bank ID 114924742	Bank Account Number 2019435382	Deposit	Amount Description 353.78 DEPOSIT				
544168 LOFOQUIST, KELLY	12/08/06	11171934	A.C.H	396.46	42.67	34.00	55.31	319.79
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	37.45	393.23 FED TAX	9.17	396.46		SS Exp	24.58	396.46
3RD SHFT		3.23 SS Tax	24.58	396.46		MEDI EXP	5.75	396.46
		MEDICARE	5.75	396.46		FUTA EXP	3.17	396.46
		CA WHTAX		396.46		CA SUI	21.81	396.46
Dir Dep Distribution	Bank ID 114924742	Bank Account Number 2019435382	Deposit	Amount Description 319.79 DEPOSIT				
544168 LOFOQUIST, KELLY	12/15/06	1118868	A.C.H	428.50	49.56	34.00	59.79	344.94
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	40.00	420.00 FED TAX	12.37	428.50		SS Exp	26.57	428.50
OVERTIME	.43	6.79 SS Tax	26.57	428.50		MEDI EXP	6.22	428.50
3RD SHFT		1.71 MEDICARE	6.22	428.50		FUTA EXP	3.43	428.50
		CA WHTAX	.97	428.50		CA SUI	23.57	428.50
Dir Dep Distribution	Bank ID 114924742	Bank Account Number 2019435382	Deposit	Amount Description 344.94 DEPOSIT				
544168 LOFOQUIST, KELLY	12/22/06	11204419	A.C.H	369.07	37.61	34.00	51.48	297.46
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	34.97	367.19 FED TAX	6.43	369.07		SS Exp	22.88	369.07
3RD SHFT		1.88 SS Tax	22.88	369.07		MEDI EXP	5.35	369.07
		MEDICARE	5.35	369.07		FUTA EXP	2.95	369.07
		CA WHTAX		369.07		CA SUI	20.30	369.07
Dir Dep Distribution	Bank ID 114924742	Bank Account Number 2019435382	Deposit	Amount Description 297.46 DEPOSIT				
544168 LOFOQUIST, KELLY	12/29/06	11207505	A.C.H	400.70	43.45	34.00	55.90	323.25
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	37.78	396.69 FED TAX	9.59	400.70		SS Exp	24.85	400.70
3RD SHFT		4.01 SS Tax	24.85	400.70		MEDI EXP	5.81	400.70

Payment Detail Listing

PR260 Date 06/29/07 Company 2 DOLLAR TREE STORES, INC. Page 5
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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
<hr/>								
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	37.29	391.55	FED TAX	7.91	391.55 CHILD SP	33.00	SS Exp	24.28
			SS Tax	24.28	391.55 GFEE	1.00	MEDI EXP	5.68
			MEDICARE	5.68	391.55		FUTA EXP	3.14
			CA WHTAX		391.55		CA SUI	19.19
Dir Dep Distribution	Bank ID	Bank Account Number	3.20	Deposit Amount	Description			
	114924742	2019435382		323.25	DEPOSIT			
<hr/>								
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
HOL OFF	8.00	84.00	FED TAX	14.86	239.61 CHILD SP	33.00	SS Exp	14.86
REG	14.82	155.61	SS Tax	14.86	239.61 GFEE	1.00	MEDI EXP	3.47
			MEDICARE	3.47	239.61		FUTA EXP	1.92
			CA WHTAX		239.61		CA SUI	11.74
Dir Dep Distribution	Bank ID	Bank Account Number	1.44	Deposit Amount	Description			
	114924742	2019435382		185.84	DEPOSIT			
<hr/>								
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	20.02	210.21	FED TAX	13.03	210.21 CHILD SP	33.00	SS Exp	13.03
			SS Tax	3.05	210.21 GFEE	1.00	MEDI EXP	3.05
			MEDICARE	3.05	210.21		FUTA EXP	1.68
			CA WHTAX		210.21		CA SUI	10.30
Dir Dep Distribution	Bank ID	Bank Account Number	1.26	Deposit Amount	Description			
	114924742	2019435382		158.87	DEPOSIT			
<hr/>								
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	36.84	386.83	FED TAX	7.43	386.83 CHILD SP	33.00	SS Exp	23.98
			SS Tax	23.98	386.83 GFEE	1.00	MEDI EXP	5.61
			MEDICARE	5.61	386.83		FUTA EXP	3.09
			CA WHTAX		386.83		CA SUI	18.95
Dir Dep Distribution	Bank ID	Bank Account Number	2.32	Deposit Amount	Description			
	114924742	2019435382		313.49	DEPOSIT			
<hr/>								
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
REG	37.29	391.55	FED TAX	7.91	391.55 CHILD SP	33.00	SS Exp	24.28
			SS Tax	24.28	391.55 GFEE	1.00	MEDI EXP	5.68
			MEDICARE	5.68	391.55		FUTA EXP	3.14
			CA WHTAX		391.55		CA SUI	19.19
Dir Dep Distribution	Bank ID	Bank Account Number	2.35	Deposit Amount	Description			
	114924742	2019435382		317.33	DEPOSIT			

Payment Detail Listing

PR260 Date 06/29/07
Time 16:03Company 2 DOLLAR TREE STORES, INC.
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Employee Name	Date	Pmt Mbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
544168 LOFOQUIST, KELLY	02/02/07	11296412	A.C.H	415.80	44.63	34.00	55.50	337.17
Earnings	Hours,	Amount	Taxable	Other	Cpy	Amount	Taxable	
REG	Units	39.60	415.80	CHILD SP	33.00	SS Exp	25.78	415.80
			415.80	GFEED	1.00	MEDI EXP	6.03	415.80
			415.80			FUTA EXP	3.32	415.80
			415.80			CA SUI	20.37	415.80
Dir Dep Distribution	Bank ID	Bank Account Number	2.49	415.80	DEPOSIT			
	114924742	2019435382	337.17					
544168 LOFOQUIST, KELLY	02/09/07	11311307	A.C.H	343.35	31.42	34.00	45.84	277.93
Earnings	Hours,	Amount	Taxable	Other	Cpy	Amount	Taxable	
REG	Units	32.70	343.35	CHILD SP	33.00	SS Exp	21.29	343.35
			343.35	GFEED	1.00	MEDI EXP	4.98	343.35
			343.35			FUTA EXP	2.75	343.35
			343.35			CA SUI	16.82	343.35
Dir Dep Distribution	Bank ID	Bank Account Number	2.06	343.35	DEPOSIT			
	114924742	2019435382	277.93					
544168 LOFOQUIST, KELLY	02/12/07	2420	Manual	1,022.63	247.08	775.55	136.51	0.00
Earnings	Hours,	Amount	Taxable	Other	Cpy	Amount	Taxable	
BONUS	Units	297.93	129.13	CHILD SP	33.00	SS Exp	63.40	1,022.63
PTO TIME	40.00	420.00	1,022.63	CHILD SP	11.54	MEDI EXP	14.82	1,022.63
REG	28.18	295.89	1,022.63	GFEED	1.00	FUTA EXP	8.18	1,022.63
OVERTIME	.53	8.35	33.59	GFEED	1.00	CA SUI	50.11	1,022.63
3RD SHFT		.46	6.14	PAIDOUT				
Totals Employee			9,384.27	1,093.84	1,115.55	1,291.04	7,174.88	
Earnings	Hours,	Amount	Taxable	Other	Cpy	Amount	Taxable	
REG	Units	8,157.29	268.31	CHILD SP	374.54	SS Exp	581.83	9,384.27
3RD SHFT	4.23	37.21	581.83	GFEED	12.00	MEDI EXP	136.07	9,384.27
HOL ON	1.82	37.44	136.07	PAIDOUT	729.01	FUTA EXP	75.07	9,384.27
OVERTIME	13.82	25.00	38.58			CA SUI	498.07	9,384.27
DOUBLE	16.00	241.40	69.05					
HOL OFF		168.00						
BONUS		297.93						
PTO TIME	40.00	420.00						
Total ACH			5,671.97					

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Totals Company		Hours, Units	Amount	Taxable	Other Deds	Company Deds	Net Pay
Earnings			Amount	Tax Ded			
BONUS			297.93	FED TAX			
HOL OFF	16.00		168.00	SS TAX			
HOL ON	4.23		37.44	MEDICARE			
PTO TIME	40.00		420.00	CA WHTAX			
REG	837.15		8,157.29	CADS W/H			
DOUBLE	13.82		241.40				
OVERTIME	1.82		25.00				
3RD SHIFT			37.21				
Total ACH			5,671.97				

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Totals Country, Currency

US United States o USD

Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
9,384.27	1,093.84	1,115.55	1,291.04	7,174.88

***** Report Completed *****

Payment Detail Listing

PR260 Date: 06/29/07
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JOB SUBMISSION PARAMETERS

User Name: u0vhp01
Job Name : PR260-
Step Nbr : 1

Company:	2	DOLLAR TREE STORES, INC.
Process Level:		
Department:		
Processing Option:		
Employee Group:		
Employee:	489754 -	489754
Date:		
Payment Type:		All Types
Payment Detail:		Yes
Report Option:		Detail
Employee Sequence:		Numeric
Employee Sequence:		No
Total Common Ctr/Countries:		N

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
489754 BASSIGNANI, KASSONDRA	11/10/05	46317578	System	172.73	21.10	0.00	25.30	151.63
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	23.50	172.73	172.73			SS Exp	10.71	172.73
						MEDI Exp	2.50	172.73
						FUTA Exp	1.38	172.73
						CA SUI	10.71	172.73
489754 BASSIGNANI, KASSONDRA	11/18/05	46340156	System	138.33	14.66	0.00	20.28	123.67
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	18.82	138.33	138.33			SS Exp	8.58	138.33
						MEDI Exp	2.01	138.33
						FUTA Exp	1.11	138.33
						CA SUI	8.58	138.33
489754 BASSIGNANI, KASSONDRA	11/25/05	46364323	System	172.87	21.13	0.00	25.32	151.74
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	23.52	172.87	172.87			SS Exp	10.71	172.87
						MEDI Exp	2.51	172.87
						FUTA Exp	1.38	172.87
						CA SUI	10.72	172.87
489754 BASSIGNANI, KASSONDRA	12/02/05	46389585	System	250.90	36.07	0.00	36.77	214.83
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	24.90	183.02	250.90			SS Exp	15.56	250.90
						MEDI Exp	3.64	250.90
						FUTA Exp	2.01	250.90
						CA SUI	15.56	250.90
489754 BASSIGNANI, KASSONDRA	12/09/05	46415543	System	232.84	32.44	0.00	34.11	200.40
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	31.67	232.77	232.84			SS Exp	14.44	232.84
						MEDI Exp	3.37	232.84
						FUTA Exp	1.86	232.84
						CA SUI	14.44	232.84
489754 BASSIGNANI, KASSONDRA	12/16/05	46443735	System	193.31	24.95	84.18	28.32	84.18
Earnings REG	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
	26.30	193.31	193.31	CHILD SP	84.18	SS Exp	11.98	193.31
						MEDI Exp	2.80	193.31
						FUTA Exp	1.55	193.31
						CA SUI	11.99	193.31

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Employee Name	Date	Emt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
489754 BASSIGNANI, KASSONDRA	01/27/06	10467184	A.C.H	249.54	34.80	107.37	34.81	107.37
Earnings REG	Hours, Units 33.95	Amount Tax Ded 249.54	FED TAX 13.51	Taxable Other Ded 249.54	CHILD SP 107.37	Cpy Ded 15.47	Amount 3.62	Taxable 249.54
		SS Tax 15.47	249.54	249.54	MEDI EXP 3.62	FUTA EXP 2.00	13.72	249.54
		MEDICARE 3.62	249.54	249.54	CA SUI			249.54
		CA WHTAX 20	249.54	249.54				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
489754 BASSIGNANI, KASSONDRA	02/03/06	10484563	A.C.H	146.12	15.52	65.30	20.39	65.30
Earnings REG	Hours, Units 19.88	Amount Tax Ded 146.12	FED TAX 3.17	Taxable Other Ded 146.12	CHILD SP 65.30	Cpy Ded 9.06	Amount 2.12	Taxable 146.12
		SS Tax 9.06	146.12	146.12	MEDI EXP 1.17	FUTA EXP 8.04		146.12
		MEDICARE 2.12	146.12	146.12	CA SUI			146.12
		CA WHTAX 1.17	146.12	146.12				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
489754 BASSIGNANI, KASSONDRA	02/10/06	1049849	A.C.H	154.20	17.01	68.60	21.51	68.59
Earnings REG	Hours, Units 20.98	Amount Tax Ded 154.20	FED TAX 3.98	Taxable Other Ded 154.20	CHILD SP 68.60	Cpy Ded 9.56	Amount 2.24	Taxable 154.20
		SS Tax 9.56	154.20	154.20	MEDI EXP 1.23	FUTA EXP 8.48		154.20
		MEDICARE 2.24	154.20	154.20	CA SUI			154.20
		CA WHTAX 1.23	154.20	154.20				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
489754 BASSIGNANI, KASSONDRA	02/17/06	10515971	A.C.H	110.84	9.36	50.73	15.46	50.75
Earnings REG	Hours, Units 15.08	Amount Tax Ded 110.84	FED TAX 6.87	Taxable Other Ded 110.84	CHILD SP 46.50	Cpy Ded 4.23	Amount 1.60	Taxable 110.84
		SS Tax 1.60	110.84	110.84	MEDI EXP .89	FUTA EXP 6.10		110.84
		MEDICARE .89	110.84	110.84	CA SUI			110.84
		CA WHTAX .89	110.84	110.84				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
489754 BASSIGNANI, KASSONDRA	02/24/06	10534249	A.C.H	224.40	29.98	97.20	31.32	97.22
Earnings REG	Hours, Units 30.53	Amount Tax Ded 224.40	FED TAX 11.00	Taxable Other Ded 224.40	CHILD SP 89.09	Cpy Ded 8.11	Amount 3.26	Taxable 224.40
		SS Tax 13.92	224.40	224.40	MEDI EXP			224.40

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Earnings	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	34.34	252.40	252.40	CHILD SP	88.40	SS EXP	15.65	252.40
		SS Tax	252.40	CHILD SP	20.12	MEDI EXP	3.66	252.40
		MEDICARE	252.40	CHILD SP	FUTA EXP	2.01	2.01	252.40
		CA WHTAX	252.40	CHILD SP	CA SUI	13.88		252.40
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
			97.22	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	03/03/06	10552350	A.C.H	252.40	35.35	108.52	35.20	108.53
Earnings	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	19.17	140.90	140.90	PTINS	22.26	SS EXP	7.35	118.64
		SS Tax	118.64	CHILD SP	53.13	MEDI EXP	1.72	118.64
		MEDICARE	118.64	CHILD SP	12.09	FUTA EXP	.95	118.64
		CA WHTAX	118.64	CHILD SP	CA SUI	6.53		118.64
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
			42.98	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	03/17/06	10583808	A.C.H	212.04	23.58	116.48	26.48	71.98
Earnings	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	28.85	212.04	212.04	PTINS	22.26	SS EXP	11.77	189.78
		SS Tax	189.78	CHILD SP	76.75	MEDI EXP	2.75	189.78
		MEDICARE	189.78	CHILD SP	17.47	FUTA EXP	1.52	189.78
		CA WHTAX	189.78	CHILD SP	CA SUI	10.44		189.78
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
			71.98	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	03/24/06	10598399	A.C.H	163.54	14.63	96.71	19.71	52.20
Earnings	Hours, Units	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	22.25	163.54	163.54	PTINS	22.26	SS EXP	8.76	141.28
		SS Tax	141.28	CHILD SP	60.65	MEDI EXP	2.05	141.28
		MEDICARE	141.28	CHILD SP	13.80	FUTA EXP	1.13	141.28
		CA WHTAX	141.28	CHILD SP	CA SUI	7.77		141.28
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount	Description				
			52.20	DEPOSIT				

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Employee Name	Date	Pmt Mbr Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
489754 BASSIGNANI, KASSONDRA	04/28/06	10677647 A.C.H	259.83	32.46	52.11	33.14	175.26
Earnings	Hours,	Amount	Taxable Other Ded	Amount	Amount	Amount	Taxable
REG	Units,	REG	237.57 PTINS	22.26 SS Exp	28.85 MEDI Exp	14.73	237.57
35.35	259.83	SS Tax	237.57 CHILD SP	28.85 MEDI Exp	1.90	3.44	237.57
		MEDICARE	237.57 GREE	CA SUI		13.07	237.57
		CA WHTAX	237.57				237.57
		CADS W/H	1.90				
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount Description				
	121132394	1000188973	175.26 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	05/05/06	10692697 A.C.H	426.57	73.32	52.11	56.41	301.14
Earnings	Hours,	Amount	Taxable Other Ded	Amount	Amount	Amount	Taxable
REG	Units,	REG	404.31 PTINS	22.26 SS Exp	28.85 MEDI Exp	25.07	404.31
38.63	405.62	SS Tax	404.31 CHILD SP	1.00 FUTA Exp		5.87	404.31
1.33	20.95	MEDICARE	404.31 GREE	CA SUI		3.23	404.31
		CA WHTAX	404.31			22.24	404.31
		CADS W/H	3.23				
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount Description				
	121132394	1000188973	301.14 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	05/12/06	10708100 A.C.H	472.72	85.05	52.11	62.84	335.56
Earnings	Hours,	Amount	Taxable Other Ded	Amount	Amount	Amount	Taxable
REG	Units,	REG	450.46 PTINS	22.26 SS Exp	28.85 MEDI Exp	27.92	450.46
39.69	416.75	SS Tax	450.46 CHILD SP	1.00 FUTA Exp		6.53	450.46
3.52	55.47	MEDICARE	450.46 GREE	CA SUI		3.61	450.46
		CA WHTAX	450.46			24.78	450.46
		CADS W/H	3.61				
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount Description				
	121132394	1000188973	335.56 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	05/19/06	10724537 A.C.H	445.11	78.03	52.11	58.99	314.97
Earnings	Hours,	Amount	Taxable Other Ded	Amount	Amount	Amount	Taxable
REG	Units,	REG	422.85 PTINS	22.26 SS Exp	28.85 MEDI Exp	26.22	422.85
39.36	413.29	SS Tax	422.85 CHILD SP	1.00 FUTA Exp		6.13	422.85
2.02	31.82	MEDICARE	422.85 GREE	CA SUI		3.38	422.85
		CA WHTAX	422.85			23.26	422.85
		CADS W/H	3.38				
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount Description				
	121132394	1000188973	314.97 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	05/26/06	10742048 A.C.H	439.01	76.48	52.11	58.14	310.42
Earnings	Hours,	Amount	Taxable Other Ded	Amount	Amount	Amount	Taxable
REG	Units,	REG	416.75 PTINS	22.26 SS Exp	28.85 MEDI Exp	25.84	416.75
39.68	416.64	SS Tax	416.75 CHILD SP	1.00 FUTA Exp		6.04	416.75
1.42	22.37	MEDICARE	416.75 GREE	CA SUI		3.34	416.75
		CA WHTAX	416.75			22.92	416.75
		CADS W/H	3.34				

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Payment Detail Listing

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description 310.42 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	06/02/06	10759776	A.C.H	384.25	62.53	52.11	50.49	269.61
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	35.80	375.90 FED TAX	30.07	361.99 PTINS	22.26	SS Exp	22.44	361.99
OVERTIME	.53	8.35 SS Tax	22.44	361.99 CHILD SP	28.85	MEDI EXP	5.25	361.99
		MEDICARE	5.25	361.99 GFEF	1.00	FUTA EXP	2.89	361.99
		CA WHTAX	1.88	361.99		CA SUI	19.91	361.99
		CADS W/H	2.89	361.99				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description 269.61 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	06/09/06	10774586	A.C.H	396.81	65.74	52.11	52.25	278.96
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
HOL ON	.85	10.20 FED TAX	31.95	374.55 PTINS	22.26	SS Exp	23.22	374.55
REG	36.82	386.61 SS Tax	23.22	374.55 CHILD SP	28.85	MEDI EXP	5.43	374.55
		MEDICARE	5.43	374.55 GFEF	1.00	FUTA EXP	3.00	374.55
		CA WHTAX	2.14	374.55		CA SUI	20.60	374.55
		CADS W/H	3.00	374.55				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description 278.96 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	06/16/06	10790655	A.C.H	310.23	43.88	52.11	40.18	214.24
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	29.47	309.44 FED TAX	18.96	287.97 PTINS	22.26	SS Exp	17.86	287.97
OVERTIME	.05	.79 SS Tax	17.86	287.97 CHILD SP	28.85	MEDI EXP	4.18	287.97
		MEDICARE	4.18	287.97 GFEF	1.00	FUTA EXP	2.30	287.97
		CA WHTAX	.58	287.97		CA SUI	15.84	287.97
		CADS W/H	2.30	287.97				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description 214.24 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	06/23/06	10805410	A.C.H	400.85	66.77	52.11	52.81	281.97
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	37.47	393.44 FED TAX	32.56	378.59 PTINS	22.26	SS Exp	23.47	378.59
OVERTIME	.47	7.41 SS Tax	23.47	378.59 CHILD SP	28.85	MEDI EXP	5.49	378.59
		MEDICARE	5.49	378.59 GFEF	1.00	FUTA EXP	3.03	378.59
		CA WHTAX	2.22	378.59		CA SUI	20.82	378.59
		CADS W/H	3.03	378.59				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description 281.97 DEPOSIT				
489754 BASSIGNANI, KASSONDRA	06/30/06	10820375	A.C.H	406.31	68.16	52.11	53.57	286.04
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	37.57	394.49 FED TAX	33.38	384.05 PTINS	22.26	SS Exp	23.81	384.05
OVERTIME	.75	11.82 SS Tax	23.81	384.05 CHILD SP	28.85	MEDI EXP	5.57	384.05

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Employee Name	Date	Pmt Mbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
			MEDICARE	5.57	384.05	1.00	FUTA EXP	384.05
			CA WHTAX	2.33	384.05		CA SUI	21.12
			CADS W/H	3.07				
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		286.04	DEPOSIT			
489754 BASSIGNANI, KASSONDRA	07/07/06	10835245 A.C.H		404.25		67.63	52.11	53.29
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
			FED TAX	33.07	381.99	22.26	SS EXP	23.69
			SS TAX	23.69	381.99	28.85	MEDI EXP	5.53
			MEDICARE	5.53	381.99	1.00	FUTA EXP	3.06
			CA WHTAX	2.28	381.99		CA SUI	21.01
			CADS W/H	3.06				
3RD SHFT	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		284.51	DEPOSIT			
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		284.51	DEPOSIT			
489754 BASSIGNANI, KASSONDRA	07/14/06	10851008 A.C.H		332.32		49.33	52.11	37.91
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
			FED TAX	22.28	310.06	22.26	SS EXP	19.22
			SS TAX	19.22	310.06	28.85	MEDI EXP	4.50
			MEDICARE	4.50	310.06	1.00	FUTA EXP	1.80
			CA WHTAX	.85	310.06		CA SUI	12.39
			CADS W/H	2.48				
3RD SHFT	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		230.88	DEPOSIT			
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		230.88	DEPOSIT			
489754 BASSIGNANI, KASSONDRA	07/21/06	10865285 A.C.H		320.02		46.27	52.11	22.78
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
			FED TAX	20.43	297.76	22.26	SS EXP	18.46
			SS TAX	18.46	297.76	28.85	MEDI EXP	4.32
			MEDICARE	4.32	297.76	1.00	FUTA EXP	1.00
			CA WHTAX	.68	297.76		CA SUI	
			CADS W/H	2.38				
3RD SHFT	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		221.64	DEPOSIT			
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		221.64	DEPOSIT			
489754 BASSIGNANI, KASSONDRA	07/28/06	10879706 A.C.H		332.59		49.39	52.11	23.74
Earnings	Hours, Units	Amount	Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount
			FED TAX	22.32	310.33	22.26	SS EXP	19.24
			SS TAX	19.24	310.33	28.85	MEDI EXP	4.50
			MEDICARE	4.50	310.33	1.00	FUTA EXP	1.00
			CA WHTAX	.85	310.33		CA SUI	
			CADS W/H	2.48				
3RD SHFT	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		231.09	DEPOSIT			
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973		231.09	DEPOSIT			

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
489754 BASSIGNANI, KASSONDRA	08/04/06	10895106	A.C.H	168.16	15.48	52.11	11.16	100.57
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	159.81	FED TAX	145.90	PTINS	22.26	SS Exp	145.90
OVERTIME	15.22	8.35	SS TAX	145.90	CHILD SP	28.85	MEDI EXP	145.90
	.53		MEDICARE	145.90	GFEF	1.00	FUTA EXP	
			CA WHTAX	145.90		CA SUI		
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973	100.57	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	08/04/06	10895107	A.C.H	354.53	60.65	0.00	27.12	293.88
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
RETRODAY	Units	354.53	FED TAX	354.53		SS Exp	21.98	354.53
			SS TAX	354.53		MEDI EXP	5.14	
			MEDICARE	354.53		FUTA EXP		
			CA WHTAX	354.53		CA SUI		
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973	293.88	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	08/11/06	10909702	A.C.H	412.96	69.84	52.11	29.89	291.01
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	412.76	FED TAX	390.70	PTINS	22.26	SS Exp	390.70
3RD SHFT	39.31	.20	SS TAX	390.70	CHILD SP	28.85	MEDI EXP	390.70
			MEDICARE	390.70	GFEF	1.00	FUTA EXP	
			CA WHTAX	390.70		CA SUI		
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973	291.01	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	08/18/06	10925526	A.C.H	327.75	48.17	52.11	23.37	227.47
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	327.29	FED TAX	305.49	PTINS	22.26	SS Exp	305.49
3RD SHFT	31.17	.46	SS TAX	305.49	CHILD SP	28.85	MEDI EXP	305.49
			MEDICARE	305.49	GFEF	1.00	FUTA EXP	
			CA WHTAX	305.49		CA SUI		
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description			
	121132394	1000188973	227.47	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	08/25/06	10945348	A.C.H	329.02	48.48	52.11	23.47	228.43
Earnings	Hours,	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REG	Units	328.76	FED TAX	306.76	PTINS	22.26	SS Exp	306.76
3RD SHFT	31.31	.26	SS TAX	306.76	CHILD SP	28.85	MEDI EXP	306.76
			MEDICARE	306.76	GFEF	1.00	FUTA EXP	
			CA WHTAX	306.76		CA SUI		

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description				
489754 BASSIGNANI, KASSONDRA	09/01/06	10960666	A.C.H	415.95	70.60	52.11	30.11	293.24
Earnings REG 3RD SHFT	Hours, Units 39.48	Amount Tax Ded 414.55	FED TAX	34.82	393.69	PTINS	22.26	SS Exp 24.41
		1.40	SS TAX	24.41	393.69	CHILD SP	28.85	MEDI EXP 5.70
			MEDICARE	5.70	393.69	GFEF	1.00	FUTA EXP
			CA WHTAX	2.52	393.69	CA SUI		
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description				
489754 BASSIGNANI, KASSONDRA	09/08/06	10975050	A.C.H	414.75	70.30	52.11	30.03	292.34
Earnings REG 3RD SHFT	Hours, Units 39.40	Amount Tax Ded 413.70	FED TAX	34.64	392.49	PTINS	22.26	SS Exp 24.33
		1.05	SS TAX	24.33	392.49	CHILD SP	28.85	MEDI EXP 5.70
			MEDICARE	5.70	392.49	GFEF	1.00	FUTA EXP
			CA WHTAX	2.49	392.49	CA SUI		
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description				
489754 BASSIGNANI, KASSONDRA	09/15/06	10990491	A.C.H	411.76	69.54	52.11	29.79	290.11
Earnings REG 3RD SHFT	Hours, Units 30.47	Amount Tax Ded 91.56	FED TAX	34.19	389.50	PTINS	22.26	SS Exp 24.15
		7.63	SS TAX	24.15	389.50	CHILD SP	28.85	MEDI EXP 5.64
			MEDICARE	5.64	389.50	GFEF	1.00	FUTA EXP
			CA WHTAX	2.44	389.50	CA SUI		
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description				
489754 BASSIGNANI, KASSONDRA	09/22/06	11004719	A.C.H	241.34	28.99	52.11	16.77	160.24
Earnings REG 3RD SHFT	Hours, Units 22.92	Amount Tax Ded 240.66	FED TAX	10.47	219.08	PTINS	22.26	SS Exp 13.59
		.68	SS TAX	13.59	219.08	CHILD SP	28.85	MEDI EXP 3.18
			MEDICARE	3.18	219.08	GFEF	1.00	FUTA EXP
			CA WHTAX	219.08	219.08	CA SUI		
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit	Amount Description				
489754 BASSIGNANI, KASSONDRA	09/29/06	11019824	A.C.H	640.26	161.62	52.11	47.27	426.53
Earnings REG BONUS	Hours, Units 37.88	Amount Tax Ded 242.36	FED TAX	92.71	618.00	PTINS	22.26	SS Exp 618.00
		397.74	SS TAX	38.31	618.00	CHILD SP	28.85	MEDI EXP 618.00

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Earnings Units 3RD SHFT	Amount Tax Ded MEDICARE CA WHTAX CADS W/H	Amount 8.96 16.70 4.94	Taxable Other Ded GFEF	Amount 1.00 CA SUI	Amount Taxable			
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount 426.53	Description DEPOSIT				
489754 BASSIGNANI, KASSONDRA	10/06/06	11034324	A.C.H	391.87	64.49	52.11	28.28	275.27
Earnings Units REG 3RD SHFT	Amount Tax Ded FED TAX SS TAX MEDICARE CA WHTAX CADS W/H	Amount 31.21 22.92 5.36 2.04 2.96	Taxable Other Ded PTINS CHILD SP GFEF	Amount 22.26 SS Exp 28.85 MEDI Exp 1.00 FUTA Exp CA SUI	Amount 22.92 5.36	Amount Taxable		
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount 275.27	Description DEPOSIT				
489754 BASSIGNANI, KASSONDRA	10/13/06	11050012	A.C.H	439.64	76.64	52.11	31.93	310.89
Earnings Units REG OVERTIME 3RD SHFT	Amount Tax Ded FED TAX SS TAX MEDICARE CA WHTAX CADS W/H	Amount 38.38 25.88 6.05 2.99 3.34	Taxable Other Ded PTINS CHILD SP GFEF	Amount 22.26 SS Exp 28.85 MEDI Exp 1.00 FUTA Exp CA SUI	Amount 25.88 6.05	Amount Taxable		
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount 310.89	Description DEPOSIT				
489754 BASSIGNANI, KASSONDRA	10/20/06	11064577	A.C.H	329.23	48.52	52.11	23.48	228.60
Earnings Units REG OVERTIME 3RD SHFT	Amount Tax Ded FED TAX SS TAX MEDICARE CA WHTAX CADS W/H	Amount 21.81 19.03 4.45 2.45	Taxable Other Ded PTINS CHILD SP GFEF	Amount 22.26 SS Exp 28.85 MEDI Exp 1.00 FUTA Exp CA SUI	Amount 19.03 4.45	Amount Taxable		
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount 228.60	Description DEPOSIT				
489754 BASSIGNANI, KASSONDRA	10/27/06	11079251	A.C.H	678.47	181.42	52.11	50.20	444.94
Earnings Units BONUS REG 3RD SHFT	Amount Tax Ded FED TAX SS TAX MEDICARE CA WHTAX CADS W/H	Amount 105.63 40.68 9.52 20.34 5.25	Taxable Other Ded PTINS CHILD SP GFEF	Amount 22.26 SS Exp 28.85 MEDI Exp 1.00 FUTA Exp CA SUI	Amount 40.68 9.52	Amount Taxable		
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount 444.94	Description DEPOSIT				

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
489754 BASSIGNANI, KASSONDRA	11/03/06	11094784	A.C.H	368.55	58.54	52.11	26.49	257.90
Earnings	Hours,	Amount						
REG	Units,	Amount Tax Ded						
3RD SHFT	35.03	367.82 FED TAX						
		73 SS TAX						
		MEDICARE						
		CA WHTAX						
		CADS W/H.						
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount	Description				
	121132394	1000188973	257.90	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	11/10/06	11109306	A.C.H	387.69	63.42	52.11	27.96	272.16
Earnings	Hours,	Amount						
REG	Units,	Amount Tax Ded						
3RD SHFT	36.85	386.93 FED TAX						
		76 SS TAX						
		MEDICARE						
		CA WHTAX						
		CADS W/H						
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount	Description				
	121132394	1000188973	272.16	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	11/17/06	11125901	A.C.H	331.42	49.09	52.11	23.65	230.22
Earnings	Hours,	Amount						
REG	Units,	Amount Tax Ded						
3RD SHFT	31.47	330.44 FED TAX						
		98 SS TAX						
		MEDICARE						
		CA WHTAX						
		CADS W/H						
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount	Description				
	121132394	1000188973	230.22	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	11/24/06	11141091	A.C.H	681.29	178.05	52.11	50.42	451.13
Earnings	Hours,	Amount						
BONUS	Units,	Amount Tax Ded						
OVERTIME	37.45	284.98 FED TAX						
REG		1.98 SS TAX						
3RD SHFT		393.23 MEDICARE						
		1.10 CA WHTAX						
		CADS W/H						
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount	Description				
	121132394	1000188973	451.13	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	12/01/06	11157368	A.C.H	376.89	60.66	52.11	27.12	264.12
Earnings	Hours,	Amount						
REG	Units,	Amount Tax Ded						
3RD SHFT	35.78	375.69 FED TAX						
		1.20 SS TAX						
		MEDICARE						
		CA WHTAX						
		CADS W/H						
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount	Description				
	121132394	1000188973	354.63	DEPOSIT				

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
<hr/>								
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount Description	264.12 DEPOSIT				
<hr/>								
489754 BASSIGNANI, KASSONDRA	12/08/06	11171933	A.C.H	396.10	65.56	52.11	28.60	278.43
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount Cpy Ded	Amount	Taxable	
REG	37.58	394.59 FED TAX	31.85	373.84 PTINS	22.26 SS Exp	23.18	373.84	
3RD SHFT		1.51 SS TAX	23.18	373.84 CHILD SP	28.85 MEDI EXP	5.42		
		MEDICARE	5.42	373.84 GFEE	1.00 FUTR EXP			
		CA WHTAX	2.12	373.84	CA SUI			
		CADS W/H	2.99	373.84				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount Description	278.43 DEPOSIT				
<hr/>								
489754 BASSIGNANI, KASSONDRA	12/15/06	11188867	A.C.H	733.35	197.32	52.11	54.40	483.92
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount Cpy Ded	Amount	Taxable	
BONUS		327.98 FED TAX	115.24	711.09 PTINS	22.26 SS Exp	44.09	711.09	
REG	38.38	402.99 SS TAX	44.09	711.09 CHILD SP	28.85 MEDI EXP	10.31		
3RD SHFT		2.38 MEDICARE	10.31	711.09 GFEE	1.00 FUTR EXP			
		CA WHTAX	21.99	711.09	CA SUI			
		CADS W/H	5.69	711.09				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount Description	483.92 DEPOSIT				
<hr/>								
489754 BASSIGNANI, KASSONDRA	12/22/06	11204418	A.C.H	380.28	61.53	52.11	27.39	266.64
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount Cpy Ded	Amount	Taxable	
REG	36.03	378.32 FED TAX	29.47	358.02 PTINS	22.26 SS Exp	22.20	358.02	
3RD SHFT		1.96 SS TAX	22.20	358.02 CHILD SP	28.85 MEDI EXP	5.19		
		MEDICARE	5.19	358.02 GFEE	1.00 FUTR EXP			
		CA WHTAX	1.81	358.02	CA SUI			
		CADS W/H	2.86	358.02				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount Description	266.64 DEPOSIT				
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489754 BASSIGNANI, KASSONDRA	12/29/06	11207504	A.C.H	236.73	28.12	52.11	16.40	156.50
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount Cpy Ded	Amount	Taxable	
REG	22.45	235.73 FED TAX	10.00	214.47 PTINS	22.26 SS Exp	13.29	214.47	
3RD SHFT		1.00 SS TAX	13.29	214.47 CHILD SP	28.85 MEDI EXP	3.11		
		MEDICARE	3.11	214.47 GFEE	1.00 FUTR EXP			
		CA WHTAX	214.47	214.47	CA SUI			
		CADS W/H	1.72	214.47				
Dir Dep Distribution	Bank ID 121132394	Bank Account Number 1000188973	Deposit Amount Description	156.50 DEPOSIT				
<hr/>								
489754 BASSIGNANI, KASSONDRA	01/05/07	11223652	A.C.H	319.03	44.92	52.11	39.61	222.00
Earnings	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount Cpy Ded	Amount	Taxable	
REG	29.90	313.95 FED TAX	19.88	296.77 PTINS	22.26 SS Exp	18.40	296.77	
OVERTIME		4.73 SS TAX	18.40	296.77 CHILD SP	28.85 MEDI EXP	4.30		

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Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Earnings 3RD SHIFT				Amount	Taxable Other Ded	Amount		Taxable
				4.30	296.77 GREE	1.00		296.77
				.56	296.77	CA SUI		14.54
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount	Description				
	121132394	1000188973	222.00	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	01/12/07	11238844 A.C.H	385.57		61.49	52.11	48.50	271.97
Earnings REG OVERTIME	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
	36.27	380.84 FED TAX	29.86	363.31 PTINS	22.26	SS Exp	22.52	363.31
	.30	4.73 SS Tax	22.52	363.31 CHILD SP	28.85	MEDI Exp	5.27	363.31
		MEDICARE	5.27	363.31 GREE	1.00	FUTA Exp	2.91	363.31
		CA WHTAX	1.66	363.31	CA SUI		17.80	363.31
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount	Description				
	121132394	1000188973	271.97	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	01/19/07	11266549 A.C.H	388.50		62.24	40.57	48.90	285.69
Earnings REG	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
	37.00	388.50 FED TAX	30.30	366.24 PTINS	22.26	SS Exp	22.71	366.24
		SS Tax	22.71	366.24 CHILD SP	17.31	MEDI Exp	5.31	366.24
		MEDICARE	5.31	366.24 GREE	1.00	FUTA Exp	2.93	366.24
		CA WHTAX	1.72	366.24	CA SUI		17.95	366.24
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit Amount	Description				
	121132394	1000188973	285.69	DEPOSIT				
489754 BASSIGNANI, KASSONDRA	01/23/07	2365 Manual	1,073.29		313.75	759.54	140.32	0.00
Earnings BONUS PTO TIME REG	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
	21.51	561.51 FED TAX	189.17	1,051.03 PTINS	22.26	SS Exp	65.17	1,051.03
	27.23	225.86 SS Tax	65.17	1,051.03 CHILD SP	17.31	MEDI Exp	15.24	1,051.03
		285.92 MEDICARE	15.24	1,051.03 GREE	1.00	FUTA Exp	8.41	1,051.03
		CA WHTAX	37.87	1,051.03 PAIDOUT	718.97	CA SUI	51.50	1,051.03
		CADS W/H	6.30					
Totals Employee	Hours, Units	Amount Tax Ded	Amount	Taxable Other Ded	Amount	Cpy Ded	Amount	Taxable
	21.51	18,587.44 FED TAX	1,751.64	20,270.22 CHILD SP	2,548.08	SS Exp	1,256.75	20,270.22
	16.15	169.64 SS Tax	1,256.75	20,270.22 PTINS	1,046.22	MEDI Exp	293.91	20,270.22
	14.29	24.75 MEDICARE	293.91	20,270.22 GREE	41.00	FUTA Exp	84.95	20,270.22
	1.00	221.10 CA WHTAX	176.79	20,270.22 GRN REIM	125.79	CA SUI	582.41	10,619.03
		CADS W/H	162.32	20,270.22 PAIDOUT	718.97			
BONUS		354.53						
OVERTIME		1,731.14						
PTO TIME		1.98						
		225.86						

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Employee Name	Date	Pmt Mbr Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
Total ACH			12,228.36				

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Totals Country, Currency

US United States o USD	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
	21,316.44	3,641.41	4,228.48	2,218.02	13,446.55

***** Report Completed *****

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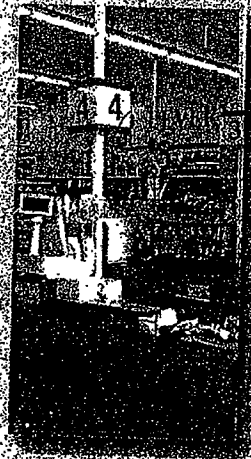
EXHIBIT B

DOLLAR TREE STORES



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Store Associates' Handbook



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Published by Dollar Tree Stores, Inc.
October 2004

DTC00559

SKU # 834.664

Introduction to Dollar Tree Stores**Termination Of Employment**

Dollar Tree requires at least two weeks notice of voluntary quit

Upon termination, whether voluntary or involuntary, your final paycheck will be issued to you as normally scheduled, unless circumstances direct otherwise.

Be sure to notify your manager of any address change so that you will receive your W-2. Dollar Tree has the right to terminate your employment at any time should it become necessary or if it is in the best interest of the Company.

Wage And Hour Policy

Federal Law and Dollar Tree's policies require all hourly paid associates to be paid in full for all time worked. This includes time spent performing administrative or other functions, preparing company reports or any other work or services performed for the company.

Associates who do not record all time worked or who otherwise violate this time clock policy are subject to corrective action which may include termination of both the associate working the hours and person(s) responsible for letting it occur. It is recommended that you count your own time worked at the end of the workweek to the nearest quarter hour and make note of it for your personal records.

Check your pay stubs to be sure you are paid for all time worked. If there is any question about your pay, notify your supervisor and s/he will make any

Introduction to Dollar Tree Stores

adjustments. Mistakes may occasionally occur, so we ask that you bring them to the attention of your supervisor as soon as they are discovered.

We appreciate your hard work and loyalty to Dollar Tree and we want to pay you for every minute of it.

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wages within 72 hours of resigning, unless the associate has given at least 72 hours notice, in which case final wages will be paid on the effective date of the resignation.

Overtime

Dollar Tree pays overtime (1½ times the associate's regular rate of pay) for work in excess of 8 hours in any workday and more than 40 hours in any workweek, and double time for all hours worked in excess of 12 hours in a single workday.

7th Day Premium

Dollar Tree pays 1½ the associate's regular rate of pay for the first 8 hours worked on the 7th consecutive day of work in a single workweek and double time for all hours worked in excess of 8 on that day.

Reporting Time Pay


In certain circumstances, when an associate is required to report for work, but is provided less than half of his or her usual or scheduled day's work, s/he will be paid for half a day's work, but in no event less than 2 or more than 4 hours, at the associate's regular rate of pay.

Breaks And Meal Periods

Dollar Tree complies with California law for scheduling breaks and meal periods:

- 10-minute paid break for every 4 hours of work.
 - 30-minute lunch break for 5 hours of work, which may be waived with mutual consent if the associate is scheduled to work a 8-hour shift.
- Any associate working more than a 10-hour day is entitled to an additional 30-minute unpaid meal

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 Dollar Tree Store Associates' Handbook

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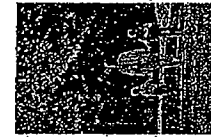
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period, which may be waived with mutual consent if the associate is scheduled to work no more than 12 hours.

Paid Time Off

Dollar Tree permits the carry-over of paid time off from calendar year to calendar year in compliance with California law. However, the maximum amount of PTO that may be banked is set at 120 hours, or twice the associate's annual accrual, whichever is greater. Once an associate has accumulated this maximum, PTO will not accrue until s/he takes time off and his or her PTO balance has dropped below the cap.

Paid Family Leave



Paid Family Leave (PFL), which is administered by the Employment Development Department (EDD) not Dollar Tree, is an unemployment compensation benefit paid to associates who suffer a wage loss when they take time off work to: (1) care for a seriously ill family member

or (2) bond with a new child during the first year after the birth or placement of the child in connection with foster care or adoption. Qualified associates, as determined by the EDD, are eligible for a maximum of 6 weeks of benefits in a 12-month period. PFL does not create any rights to a leave of absence or reinstatement rights, but simply provides partial wage replacement for qualified associates. Dollar Tree may require an associate to use up to 2 weeks of accrued PTO prior to the associate's initial receipt of PFL benefits, one week of which will be applied to the PFL 7-day waiting period. Associates must meet all EDD eligibility

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EXHIBIT C

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Dollar Tree Stores, Inc.
Policy and Procedure
Revised: 8/21/2006 4:45 PM

Editing and Approving Time Records

Purpose and Overview

The purpose of this document is to provide guidelines for editing and approving time records in the Time and Attendance System.

Managers must edit time records when there are clocking issues to ensure that associates are paid accurately for all time worked. By editing the records, managers can correct warnings, violations and inform messages on the timesheets. The time records cannot be processed until all warnings and violations have been corrected and the manager has approved them. The manager must approve payroll records each week. The manager's approval is a compliance requirement.

Responsibility Level:

- ☒ Regional Director
- ☐ Field Human Resources
- ☒ District Manager
- ☒ Store Manager
- ☒ Assistant Manager

Policy

- a. Hourly associates must record all time worked electronically by clocking in and out on the time clock.
- b. Managers must review timesheets on a daily basis and correct any outstanding violations, warnings or inform messages.
- c. Violations on a timesheet must be corrected prior to approving payroll for the week. Associates that have violations will not be paid for the entire week.
- d. Warnings on the timesheet must be corrected prior to approving payroll for the week. Associates that have warnings will not receive pay for the slice of time that contains the warning.
- e. At the end of each pay week, managers must review and approve of their associates' hours.
- f. Assistant managers can approve associate hours, but they cannot approve of their own hours. The District Manager must be alerted when a Store Manager is away and cannot approve payroll. If the District Manager is unavailable, the Regional Director must be contacted.
- g. After approving payroll, Store Managers are to print the "Payroll Summary Report." Associates must sign the printed report next to their total hours for the week.

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Related Procedural Training Materials

- Compass Time and Attendance Quick Start
- Compass Time and Attendance Daily Responsibilities

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